

Village of Lombard

*Village Hall
255 East Wilson Ave.
Lombard, IL 60148
villageoflombard.org*



Meeting Minutes

Wednesday, November 3, 2010

7:00 PM

Village Hall

Economic & Community Development Committee

*Trustee Bill Ware, Chairperson
Trustee Greg Gron- Co-Chairperson
Dennis McNicholas, Martin Carroll,
Garrick Nielsen, Jon Grant, Brenda Gannon
David Irion, Joe Glazier, Jr. & James Hogan
Staff Liaison: Bill Heniff*

1.0 Call to Order

The meeting was called to order by Chairperson Ware at 7:02 p.m.

2.0 Pledge of Allegiance

Chairperson Ware led the Pledge of Allegiance.

3.0 Roll Call

Present: Bill Ware, Dennis McNicholas, James W. Hogan, David Irion, Martin Carroll, Garrick Nielsen and Joe Glazier, Jr.

Absent: Greg Gron, Jon Grant and Brenda Gannon

Also present: William Heniff, AICP, Director of Community Development; Christopher Stilling, AICP, Assistant Director of Community Development; Karen Stonehouse, Executive Director of Lombard Town Centre; and Dan Whittington, President of Lombard Town Centre.

4.0 Public Participation

No public comments were offered.

5.0 Approval of Minutes

On a motion by Carroll and seconded by Hogan the minutes from the September 1 and October 6, 2010 meetings were unanimously approved by the members present. This motion includes amending the October 6 minutes to add Martin Carroll as being present under the Roll Call section.

6.0 Unfinished Business

100463

Retail Grant Program Assessment

Request to review and recommend amendments to the Downtown Retail Business Grant Program.

Mr. Stilling started the discussion by stating that at the last meeting, staff introduced several proposed revisions to the Downtown Retail Business Grant (DRBG) program for the committee's consideration. Since several of the members were unable to attend last month's meeting, staff's memo is intended to provide the committee with a review of their comments (from the September 1, 2010 and October 6, 2010 meetings) and offer some additional options for the committee to consider. Also included is the first draft of the revised program reflecting the latest comments from the ECDC.

Mr. Stilling stated that at the last meeting, staff introduced six (6) revisions to the DRBG

program for the committee to consider. The staff memo provides a summary of the comments generated by the members along with some additional considerations from staff. Staff would like the committee to discuss each item separately.

Mr. Stilling introduced item #1 regarding a performance based reimbursement for 50% of the grant amount approved. He stated that a concern has been raised by Trustee Gron relative to the performance based reimbursement. Mr. Stilling highlighted some of the previous comments and offered the following additional suggestions:

- * Create a provision which allows restaurants the ability to receive the full grant amount upfront, after improvements are completed.
- * Cap the years for reimbursement to no more than five (5) years.
- * A maximum 5 year lien will be placed on the property to cover the up front grant approved (first 50%). 20% of the grant money provided up front would be forgiven for every year that the business is open. In the event that a business was to close within that first 5 years, property owners will be given a 1 year grace period to find another tenant to fill the space. Once the space has been filled with a new tenant (retail or service), the remaining years left on the lien would be forgiven for every year that business remains open.
- * Once a property receives a DRBG, it can not apply for another DRBG for five (5) years, unless it is for a restaurant.

Chairperson Ware opened the meeting to the committee for discussion.

Mr. Irion stated that the intent of the grant is to be an added incentive to choose a location downtown. Businesses should not need the grant money in order to be successful.

Mr. Carroll expressed a concern about the lien and the 5 year cap on no other grants.

Mr. McNicholas stated that there should be some type of property owner commitment.

Mr. Nielsen stated that there should be a strong commitment to restaurants and retail. He said the lien will not be an incentive for the property owner to act.

Mr. Carroll felt that the lien is a disincentive and we should allow the up front money and the ECDC has the authority to review each situation.

Mr. Hogan stated that landlords should be part of the process and he does not support the 5 year cap on grants. He also suggested that the Village consider all the sales tax as an incentive. Mr. Irion supports the concept and the payment of only 50% up front.

Mr. Glazier stated that property owners need to be positively engaged and that he does not support the lien.

Karen Stonehouse from the LTC suggested that the program also include provisions to allow property owners to be apply for the grant, despite not having a tenant, to prepare their space.

Mr. McNicholas suggested that the lien cover only the upfront 50% that is used for capital expenses or permanent improvements. He also suggested that rather than performance based reimbursement, the remaining 50% should be paid out over a 5 year period (20%/year) so long as the business remains in operation.

Mr. Nielsen suggested that property owners who make capital improvements within 18

months of getting an eligible tenant, be allowed to include those capital expenses as part of the grant request.

The committee agreed to the following changes to item #1:

* 50% of the approved grant amount is available to be paid up front. A forgivable lien should be placed on the property to cover the capital/permanent improvements that are being reimbursed up front. 20% of the lien would be forgiven for every full year the business is in operation.

* Instead of a performance based reimbursement for the remaining 50% of the grant amount approved, the Committee suggested that it be paid out over a 5 year period (20%/year), so long as the business is in operation.

* No cap on properties.

Mr. Stilling introduced item #2 regarding services businesses. He highlighted the previous comments and suggestions.

The committee generally supported the proposed changes by staff. They suggested that the reimbursement match the reimbursement for retail businesses.

Mr. Stilling introduced item #3 regarding Village Board approval. The committee supported this proposed change.

Mr. Stilling introduced item #4 regarding business expansion. The committee supported this proposed change.

Mr. Stilling introduced item #5 requiring that a business plan should be reviewed by the Small Business Development Center, unless waived by staff. The committee supported this proposed change.

Mr. Stilling introduced item #6 recommending a provision which allows the Director of Community Development to not allow requests to be heard before the ECDC until all items outlined in the criteria are met and a complete application has been submitted. The committee supported this proposed change.

It was moved that this matter be tabled to the December 1, 2010 meeting in order for staff to include the aforementioned changes. The motion carried by a voice vote

7.0 New Business

[100599](#)

Village Wide Economic Development Plan

Request to discuss and provide comment on staff's draft work plan and goals.

Mr. Stilling introduced this item to the committee stating that staff is seeking the input from the ECDC on a Village Wide Economic Development Strategy and Action Plan ("the Plan"). At the request of Chairperson Ware, Mr. Stilling briefly highlighted the following items:

1. Develop Goals
2. Prepare an assessment of our current and past economic development tools
3. Identify key development strategies
4. Identify priorities and develop a timeline for completion.

Chairperson Ware asked if this discussion can be continued to the December 1, 2010 ECDC meeting.

It was moved that this matter be tabled to the December 1, 2010 meeting. The motion carried by a voice vote

8.0 Other Business

There was no other business.

9.0 Information Only

*Lombard Town Centre
Karen Stonehouse provided a summary and update on LTC activities.*

*Development Update
Village staff provided an update to the Committee about recent development and business activities*

10.0 Adjournment

The meeting adjourned at 9:10 p.m